



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Police, State. Human Resources Division.

Agency: Human Resources Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	82-964	<b>PERSONNEL RECORDS - ACTIVE</b>	TRANSFER to PERSONNEL RECORDS--INACTIVE on termination of employee.
2	82-965	<b>PERSONNEL RECORDS - INACTIVE</b> Partially confidential, [IC 5-2-5-5, (1999 IC Supplement); [IC 5-14-3-4(a)(1) and IC 5-14-3-4(b)(4)(8), (1999 IC Supplement)] Retention partially based on IC 34-11-2-1 and IC 34-11-2-2, (1998 Edition)	MICROFILM according to 60 IAC 2 one (1) year after the end of the calendar year the employee left the INDIANA STATE POLICE. DESTROY hard copy records after an additional two (2) years and after verification of the microfilm for completeness and legibility. TRANSFER original (security) negative to the INDIANA ARCHIVES. TRANSFER duplicate negative to the agency. DESTROY original (security) negative and duplicate negative seventy-five (75) years after the end of the calendar year the employee left the INDIANA STATE POLICE.
3	93-79	<b>INDIANA STATE POLICE TROOPER APPLICANT SELECTION FILES</b> These alphabetically arranged folders represent people who have applied to become Indiana State Police troopers but were not admitted to the Indiana State Police Recruit School. Extensive background investigations are conducted and a folder created for each applicant. Typical folder may contain Indiana State Police Application, State Form 37805, Applicant Investigation; State Form 4584, Rating Results of Indiana State Police Trooper Applicant Interview, State Form 5281; and/or Authorization to Release Information, State Form 4585. Many other miscellaneous documents may also be present, such as a credit report printout, driving history record, police agency reports, high school and college transcript copies, reference checks, written test score results and/or form letters that inform the applicant his or her selection process has stopped. Confidential, [IC 5-2-5-5, (1999 IC Supplement)]; and 240 IAC 1-4-22, (1996 Edition)]	TRANSFER to the RECORDS CENTER two (2) years after completion of the selection process. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: five (5) years after completion of the selection process.